

JOB ANNOUNCEMENT

POSITION: Court Information Technology Officer
STEP RANGE/SALARY: 71-89/ \$33.35 to \$54.34/hr (as of July 1, 2006)
LOCATION: Administrative Office of the Courts - Salt Lake City
TYPE OF POSITION: Full-time position with benefits, FLSA and career service exempt
CLOSING DATE: July 21, 2006 at 5:00 p.m.

DIRECT APPLICATIONS TO: Human Resources
PO Box 140241; 450 S. State
Salt Lake City, UT 84114-0241
Phone: (801) 578-3890

ENVIRONMENT:

Information technology services for the Utah state court system are provided through the Information Technology Department of the Administrative Office of the Courts. The state courts in Utah are unified and state funded. State-wide case management systems are operational at all court levels, which include the district, juvenile and appellate courts. Technology support is also provided to locally funded justice courts.

The strategic agenda for technology in Utah's court system currently consists of: 1) continue implementing plans for wide scale electronic filing; 2) update paper-based and manual procedures with electronic records and procedures as appropriate; 3) improve the courts electronic communication; 4) include the justice courts (locally funded) in information technology and information services; 5) provide the Administrative Office of the Courts an information management system and communication network suitable to its needs; 6) support core management systems throughout their life cycle; and, 7) maintain and improve infrastructure.

The courts three primary operating systems, CORIS - district courts, CARE - juvenile courts, and AIS - appellate courts, operate on a centralized networking model. This system supports over 1300 direct court users and provides interface for the general public, attorney's and commercial users, and others through system programs which provide data sharing, integration, and electronic filing services to multiple agencies.

RESPONSIBILITIES:

Reporting to the State Court Administrator, the CIO directs, develops, administers, and evaluates the Information Technology Division's alignment with strategic direction and ensures that statewide technology meets the present and future needs of the judiciary. The CIO works closely with the Utah Judicial Council's Technology Standing Committee to develop and maintain a strategic agenda and business plan for technology operations. The CIO is expected to provide professional expertise and consultation to the committee in support of the committee's oversight responsibilities.

The CIO is responsible for the management, organization, coordination, and direction of approximately 40 employees within the Information Technology Division, who provide technological support for state wide systems designed to meet the case management and information needs of all court levels and court users. General areas of responsibility within the division include: oversight of multiple complex projects, system integration, application development and maintenance, computer operations and infrastructure help support services, budget development, and staff direction.

ACTIVITIES: include, but are not limited to, the following:

- Directs IT activities for the division; determines program activities, services, goals, objectives and organization structure; deploys resources; evaluates services and determines changes to improve efficiency and effectiveness.
- Prepares and manages IT budget including determination of needs and justification of requests; monitors fiscal activity to insure conformity to goals and budget constraints; develops short and long range budget plans; reviews fund expenditures and statistical data related to fund management and experience; responds to budget information needs of State Court Administrator.
- Identifies, formulates and recommends IT tactical and strategic plans; develops long and short range hardware, software and resource allocation plans; reviews all proposed acquisitions for appropriateness, cost justification and funds availability.
- In coordination with Court Services Director, staffs the Technology Standing Committee; communicates and coordinates IT programs in technology or management forums and committees.
- Serves as liaison for the judicial branch and other state automation policy making committees for long range planning as well as inter-branch and inter-agency coordination involving technology integration.
- Performs other related duties as required.

COMPETENCIES:

The successful candidate will be able to demonstrate expertise in leading an IT organization, managing change, and realizing tangible improvements in a technology organization preferably within a court and/or government environment. The CIO is expected to create a work environment that encourages creative thinking in addressing defined objectives. The CIO must be experienced in managing technical and professional staff, delegation, and evaluating performance. The CIO should be knowledgeable in sound management principles, including team building, communication and motivation.

The CIO must have solid communication skills and be capable of effectively articulating a vision and the needs of the division. The CIO must be capable of effectively

representing the interests of information technology internally with management and boards, and externally with a wide range of stakeholders.

The CIO must have the ability to integrate technology into the wider business processes and promote business engineering. This will require the technical expertise necessary to analyze alternatives and implement systems which are responsive to user requirements, providing leadership guidance, while making timely and effective decisions.

QUALIFICATIONS:

Bachelor's degree in management information systems, computer science, technology management or a closely related field, and eight years of related professional experience, three of which must have been in a management or administrative capacity, or an equivalent combination of education and experience.

NECESSARY KNOWLEDGE:

Requires knowledge of principles and practices of management; system design; computer operations; hardware/software/business management; budgeting and accounting skills. Requires the ability to communicate effectively in oral and written form; supervise, manage, train and evaluate others; project resource and capacity needs; evaluate equipment recommendations.

APPLICATION INFORMATION:

Applications may be obtained online at: www.utcourts.gov/admin/jobs, from Workforce Services, or the Administrative Office of the Courts, 450 S State, 3rd floor North, SLC. Please include comprehensive resume with application.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.